

Utility Operations Leadworker

PURPOSE: Supervise subordinates in the installation, maintenance and repair of the water and gas distribution system and the sanitary and storm water collection systems.

FUNCTIONAL AREAS:

1. Organize and direct the activities of assigned personnel.
 - * A. Determine priorities, assign work to personnel, and coordinate schedules to ensure timely completion of work.
 - * B. Assist in the hire, transfer, suspension, or discharge of assigned personnel.
 - * C. Establish work standards and evaluate work of employees.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
 - * E. Train personnel in correct and safe operating procedures.
 - * F. Direct assigned personnel in the execution of construction/repair projects.
 - * G. Disseminate information to employees through bulletins and other communications.
 - * H. Perform related duties and assignments as directed.
2. Supervise the installation, repairs, modifications and maintenance of the water & gas distribution system and the sanitary and storm water collection systems.
 - * A. Review construction plans and specifications for compliance with existing standards.
 - * B. Plan construction and maintenance projects.
 - * C. Conduct meetings with work crews to discuss construction projects.
 - * D. Provide materials and equipment necessary to perform work projects.
 - * E. Develop traffic control plans for work sites and instruct subordinates in proper installation of the plan.
 - * F. Monitor work progress and maintain records of work performed and materials used.
 - * G. Supervise and inspect excavation work; such as, shoring, construction materials, compaction, and restoration.
 - * H. Inspect work sites for appropriate barricades, warning devices, and proper placement of equipment.
 - * I. Inspect the installation of pipe sections, hydrants, valves, regulators, pressure reducers, meters, and taps.
 - * J. Inspect the installation of sewers, culverts, catch basins, and manholes.
 - * K. Supervise the restoration of work site street surfaces by directing personnel to refill trenches, mixing, pouring, and smoothing asphalt, gravel, and other materials to repair roadways.
 - * L. Interpret maps for the purpose of directing maintenance personnel to locate work projects.
 - * M. Supervise personnel in the maintenance of tools and equipment in a safe operable condition.
 - * N. Ensure a safe work environment.
 - * O. Direct work crews to close a job site that is in violation of health/safety regulations.

- * P. Furnish materials and equipment to work sites by hauling these materials on a trailer or pick-up truck with a combined weight not to exceed a 26,000 pounds gross vehicle weight.
 - * Q. Operate, when necessary, excavators, hydro-excavators, backhoes, and dump trucks.
3. Respond to emergency situations.
- * A. Prioritize and process information pertaining to emergency maintenance needs by directing personnel and equipment to work site locations.
 - * B. Make initial assessment of an emergency situation and determine degree of danger, damage, urgency, or inconvenience involved.
 - * C. Control and direct work activities at work sites requiring emergency repairs to restore services.
 - * D. Notify police, fire, and other work crews of hazards at work site locations.
 - E. Perform related duties and assignments as directed.
 - F. Interpret gas distribution maps for purposes of directing shut down area when gas main has been damaged.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Completion of the City of Duluth Water & Gas Maintenance training program, or Utility Operator apprenticeship program, or five (5) years experience as a City of Duluth Collection System Maintenance Worker, Lift Station Operator, or Pipeline Welder.

License Requirements

- ◆ A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.
- B. Ability to obtain a Minnesota Class "A" commercial driver's license including a Combination Vehicle Endorsement within six months of hire date.
- C. Ability to obtain an SC Wastewater Operator license within one year of hire date.
- D. Ability to obtain a Minnesota class "D" Water Operators license within one year of hire date.

Knowledge Requirements

- ◆ A. Knowledge of location and topography within the City of Duluth.
- ◆ B. Knowledge of gas-and-diesel-powered equipment used in the installation, maintenance, and repair of a water & gas distribution system, sanitary and storm water collection systems.
- ◆ C. Knowledge of the materials, equipment, procedures and practices used in the installation, repair, and maintenance of a water & gas distribution, sanitary and storm water collection systems.
- ◆ D. Knowledge of traffic control and vehicle operation regulations.
- ◆ E. Knowledge of OSHA, CDL, EPA, and MNOPS regulations.
- ◆ F. Knowledge of methods and procedures of flow monitoring and sampling of water, wastewater, and storm water.
- ◆ G. Knowledge of trenching, and shoring procedures, and trench box operations.
- ◆ H. Knowledge of soil sampling techniques.
- ◆ I. Knowledge of confined space entry procedures.
- ◆ J. Knowledge of effective supervisory practices.
- ◆ K. Knowledge of applicable safety procedures.
- ◆ L. Knowledge of applicable federal, state, and local laws and regulations pertaining to the installation, repair, and maintenance of a water & gas distribution system, sanitary and storm water collection systems.

Skill Requirements

- ◆ A. Skill in setting up appropriate traffic controls.
- ◆ B. Skill in performing construction repairs to a water & gas distribution system, sanitary and storm water collection systems.
- ◆ C. Skill in supervising assigned personnel.
- ◆ D. Skill in operating excavators, backhoes, and dump trucks.
- ◆ E. Skill in pinpointing water main leaks.

Ability Requirements

- ◆ A. Ability to read maps, specifications, and construction plans used in utility construction work.
- ◆ B. Ability to use good judgement and work independently under limited supervision.
- ◆ C. Ability to plan and lay out a work project.
- ◆ D. Ability to develop work crew and equipment schedules.
- ◆ E. Ability to interpret safety rules and apply them to hazardous situations.
- ◆ F. Ability to communicate effectively both orally and in writing.
- ◆ G. Ability to prepare clear, concise reports.
- ◆ H. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- ◆ I. Ability to work outside during inclement weather.
- ◆ J. Ability to work in confined spaces.

- ◆ K. Ability to lift and carry supplies and equipment such as a 50- pound bags of cement products and a 90- pound jackhammer.
 - L. Ability to successfully complete “Competent Person” and HAZMAT First Responder training.
 - M. Ability to successfully pass Gas Inspectors competency test.
 - N. Ability to meet certification requirements in compliance with state and federal rules and regulations.
 - O. Ability to successfully complete a Gas Operator Certification program.
 - ◆ P. Ability to stand, kneel, stoop, and crouch for extended periods.
 - ◆ Q. Ability to perform mathematical calculations to set grade levels, make conversions from metric to English, determine pipe diameter, and determine cost of supplies.
 - ◆ R. Ability to attend work on a regular basis.
 - S. Ability to be scheduled for standby duty.
- * Essential functions of the job
- ◆ Job requirements necessary on the first day of employment

Anlst: KG	Class: 1749	Union: Basic	Pay: 32	CSB: 20080313
CC: 20080414	Res: 08-0230R	EEOC: Skilled Craft	EEOF: Utilities/Transportation	WC: 7520